

## Meeting Minutes

<b>Subject</b>	District 4 Area C5 Humorous Speech and Evaluation Contest <ul style="list-style-type: none"> <li>to be held on Friday Oct. 2<sup>nd</sup></li> <li>estimated seating – 30 to 40 people</li> <li>42 registered to date</li> </ul>	<b>Date</b>	9/29/09
<b>Facilitator</b>	Vishwanand Pattanashetty	<b>Time</b>	7:00 to 8:00pm
<b>Location</b>	LectureMaker LLC, Conference Room, 830 Steward Drive	<b>Scribe</b>	Ron Fredericks
<b>Attendees</b>	Vish Pattanashetty, Area Governor Yvonne Linton, Orbiters, VP Membership [phoned in] Ron Fredericks, Blue Cube, VP Membership, Contest Chair Veronica Perez, Securely Speaking, Contest SAA Vaso Chatzi, President Toasters R Us, Contest Host Site Key Contact and Facility Chair Gene Meyer, VP Membership Talking Heads, Chief Judge Evaluation Contest Quyen Han, Orbiters, President , Finance and Registration Chair Mike Vondran, Talking Heads, President, Opportunity Drawing Chair [phoned in]		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	<b>Contest Plan</b>	Use online version of “Area C5 Speech Contest Plan” to track project. <ul style="list-style-type: none"> <li>Continue to edit contest plan, post new minutes, and enter change comments here:  <a href="http://www.lecturemaker.com/2009/09/toastmasters-speech-contest-district-4-area-c5/">http://www.lecturemaker.com/2009/09/toastmasters-speech-contest-district-4-area-c5/</a> </li> </ul>	Ron	9/25/09 – on going
2	<b>Contest Chair</b>	Send Biography and Eligibility forms to	Ron	Done

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
		contestants		
		Prepare Evaluation and Humorous Speech Trophy labels. Bring trophies to contest	Ron	9/28
		Study Speech Contest Rule Book	Ron	9/28
		Bring key documents to the contest	Ron	10/02
		Send sample budget to Finance Chair	Vish	Done
		Print award certificates, bring to event.	Ron	9/29
		Send script to Toastmasters: Pieter and John	Ron	Done
		Send email to club officers to bring \$30 prudent reserve to event in case more funding is needed than drawing and registration brings in.	Ron	Confirm that this needs to be done?

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No.	Topic	Action Item(s)	Owner	Target Date
3	Finance and Registration	Prepare invitations to be sent to club presidents who in turn send to club members – completed.	Quyên	Done
		Prepare budget based on number who pre-register for contest – on going. Use this budget to determine if clubs must submit prudent reserve funds - on going	Quyên	Ongoing
		Prepare documents for contest – on going: <ul style="list-style-type: none"> <li>• Voting ballots</li> <li>• Timing Sheets</li> <li>• Toastmasters Script</li> <li>• Chief Judges Script</li> <li>• Registration List (with dignitaries noted)</li> <li>• Certificates of Appreciation <ul style="list-style-type: none"> <li>○ Timer</li> <li>○ Ballot Counter</li> <li>○ Third Place Contestants</li> <li>○ Test Speaker</li> <li>○ Dignitaries?</li> </ul> </li> </ul>	Quyên	10/02/09
		Create Wufoo contest event registration page.	Vish	Done
		Contact club officers to ensure members start registering for the contest using this Wufoo event link: <a href="http://vishpatt.wufoo.com/forms/area-c5-fall-contest-registration-form/">http://vishpatt.wufoo.com/forms/area-c5-fall-contest-registration-form/</a>	All event chairpeople	Done

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
		Determine opportunity drawing ticket purchase pricing.	Quyên	Done
		Find a helper to operate registration table so Quyên can take on additional role during the event	Quyên	10/02

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No.	Topic	Action Item(s)	Owner	Target Date
4	Duties of Sergeant at arms was discussed (SAA)	<p>Acquire equipment and come early to event:</p> <ul style="list-style-type: none"> <li>• Timer lights</li> <li>• Timer cards</li> <li>• Purchase 70 bottles drinking water, and napkins</li> <li>• Bring Club Banner</li> <li>• Prepare signs and balloons to guide the way to contest on Synopsis campus</li> </ul>	Vaso	10/02/09
5	Facilities	<p>Facilities will be handled by Toasters R Us, club president</p> <p>Post Vaso's contact information on contest plan for public access</p> <p>Confirm room within Synopsis as our meeting location</p>	<p>Vaso</p> <p>Ron</p> <p>Vaso/Yong</p>	<p>On going</p> <p>Done</p> <p>9/29</p>
6	Publicity	<p>Get address of conference facility to Yvone for Flyer and to Vish for d4tm.org web site. Send address to Ron - done.</p> <p>Flyer done, here is a link to flyer:  <a href="http://www.lecturemaker.com/wp-content/uploads/2009/09/Area-C5-HUMOR-AND-EVAL-CONTEST-FINAL.pdf">http://www.lecturemaker.com/wp-content/uploads/2009/09/Area-C5-HUMOR-AND-EVAL-CONTEST-FINAL.pdf</a></p> <p>Print certificates: winners, participants, volunteers</p>	<p>Ron</p> <p>Yvonne</p> <p>Ron</p>	<p>Done</p> <p>Done</p> <p>10/02: Bring to Event</p>
7	Tie Breaker Judge	Find a volunteer for Tie Breaker Judge	Gene	9/29

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
8	Contest Judges	Request that each club president solicit volunteers for 2 club members to act as judges. Send names to Ron – on going.	Ron	Done
9	Ballot Counter	Assign a club volunteer to act as ballot counter. Send name to Ron	?	9/21/09
10	Conference Agenda	<p>6:00pm to 6:30</p> <ul style="list-style-type: none"> <li>• Complete room setup</li> <li>• Food setup</li> <li>• Complete outside sign setup</li> <li>• Complete registration table setup</li> <li>• Contestants meet with Chief Judges for rules review</li> </ul> <p>6:30 pm to 7 pm</p> <ul style="list-style-type: none"> <li>• Registration</li> <li>• Refreshments</li> </ul> <p>7:00 pm to 9 pm</p> <ul style="list-style-type: none"> <li>• Contest</li> </ul> <p>9:00 to 9:30 pm</p> <ul style="list-style-type: none"> <li>• Clean-up</li> </ul>	Many	10/02/09
11	Opportunity Drawing	Collect 2 prizes donated from each club. Purchase raffle tickets from office supply store for use in drawing.	Mike	On going, 9/29 due date